



Copnor Primary School

Breakfast Club and After-School Club Policy

Governing Body approval gained in January 2026 Next review January 2027	
Policy proposed for adoption by Matt Johnson, Headteacher	
Headteacher's signature:	Chair of Committee signature:

This policy is designed to inform staff, parents/carers and the wider community about the rules and procedures in place for the Breakfast and After-School Clubs.

Aims:

The aims of both clubs are:

- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day and at the end of the school day;
- To provide an affordable, self-sustaining, childcare facility for parents/carers during term time;
- To continue to build positive links/relationships with parents;
- To provide children with a nutritious breakfast at the start of the day – if arriving before 8:15am – and where the children attend after 4:30pm, a nutritious snack;
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

Support for Children who have an Educational and Health Care Plan:

Where parents/carers require the services of the Breakfast and/or After-School Club and their child has an Educational and Health Care Plan (EHCP), then the provision must be discussed first with the Special Educational Needs and Disabilities Coordinator (SENDCo) or a member of the Senior Leadership Team (SLT). This is because the school may need to make reasonable adjustments to the provision in order to accommodate a child with an EHCP.

Initial booking of the Breakfast or After-School Club:

Booking of the clubs is made via SCOPAY. However, in order to have access to this option on SCOPAY, the office must be contacted beforehand in order to provide the parent/carer with access to the booking facility.

Booking Arrangements:

Places are pre-booked and each club is filled on a first come, first served basis. Bookings can be made so that there is one working day between the booking and attending the club.

Day the breakfast or after-school club is on	Day the booking needs to be made by
Monday	At midnight on the Sunday
Tuesday	At midnight on the Monday
Wednesday	At midnight on Tuesday
Thursday	At midnight on Wednesday
Friday	At midnight on Thursday

Once a club is full, there is no waiting list and no facility to be placed on a waiting list. In order for a booking to be accepted, there must be sufficient funds in the parent's/carers SCOPAY account. If a child does not attend, even if the parent phones that morning for the After-School Club, the school will not be able to refund the payment. You will be able to cancel up to midnight the day before the booking to receive a full refund. As an example, for a Wednesday booking, the cancellation needs to be received by midnight on Tuesday: for a cancellation for Tuesday's club, the cancellation needs to be made by midnight on Monday.

It is the parent's/carers responsibility to cancel any unwanted sessions.

For the After-School Club there are two sessions: a shorter session up to 4:30pm where no food is provided. There is a longer session up to 6pm where a snack is provided. The parent/carers must select the appropriate session dependent upon their needs.

Emergency bookings for Breakfast Club:

The school appreciates that sometimes things change and a child may need to be booked into the breakfast or after-school club at short notice. Were this to happen for Monday's Breakfast Club and the booking needs to occur over the weekend, then the parent/carers will need to leave a text message on the club mobile so they are aware that the child will be arrive on Monday morning. This would also be used where, for example, a shift is changed at short notice and the parent/carers finds out after the school office has closed that they require Breakfast Club. The number for this phone is 07783376499. These emergency bookings will be monitored to ensure that it is being used appropriately.

Use of the club mobile to contact the staff

The following phone number should be used if you are unable to contact the clubs using the intercom – 07783376499. It must not be used for any other purpose. Should a parent/carers wish to speak to a member of staff for a longer discussion than can be completed during collection / drop off or to register a complaint, then the procedures at the bottom of this policy will need to be followed.

Charges:

The club must be sustainable. The cost per child will cover staff costs, administration and resources. The cost will be for each child and no discounts will be available for siblings. There will be no reduction for less than a whole session for either the Breakfast Club or After-School Club. Where a child is only attending the shorter After-School session (up to 4:30pm) and is not collected until after this time, a charge will be made to extend the child's session to the longer session. Should the SCOPAY account go into debt, then this debt will need to be cleared before further sessions are able to be booked.

Where a child is picked up after 6pm from Afterschool Club, a charge will be made to child's account at £2 per 15 minutes. Should the SCOPAY account go into debt, then this debt will need to be cleared before further sessions are able to be booked. This is because staff are not paid beyond 6pm.

The charge for the Breakfast Club is £5.00 per day and starts at 7:30am. Children can arrive any time after this but breakfast will only be available until 8:15am. After-School Club is charged on a two-session system. A Short Session is from the end of the school day until 4:30pm and does not include a snack, this costs £3.50. A Long Session is from the end of the school day until 6pm and will include a snack. This costs £8.00.

We do allow free places for staff members to allow them to complete their duties before or after school. However, on days when staff are not working or are absent for any reason, normal charges will apply.

We do reserve 5 places for children that we assess would benefit from attending and include emergency support places.

Staffing:

There will always be a minimum of two Breakfast Club staff at each session. In addition to Breakfast Club staff, the cleaning team will be on site, with members of the Senior Leadership Teams (SLT) on site from 7:30am. There are also a number of teachers on site from 7:30am.

There will always be a minimum of two After-School Club staff at each session. The After-School has an After-School Supervisor who is responsible for the club. This is because, in theory, the After-School's staff may be the only staff on site, although in practice this is rarely the case. If a member of staff is absent, they must ring the designated SLT member who will arrange cover.

Dropping Off Arrangements for Breakfast Club:

Parents/carers should not drop off their children earlier than the start of 7.30am as there will be no supervision of children arriving earlier. The children should be dropped off at reception and the register must be completed for each child before the parent/carer leaves. To alert the club staff that you are waiting, please use the intercom located at the entrance to the office on Copnor Road. Please note that there may well be a short delay while the staff member makes their way to the entrance/when they are answering the intercom.

Collection from After-School Club:

The children need to be collected from reception. To alert the club staff that you are waiting, please use the intercom located at the entrance to the office on Copnor Road. Please note that there may well be a short delay while the staff member makes their way to the entrance/when they are answering the intercom. The collection of a child can only be undertaken by someone on the contacts list. Therefore, should you wish someone new to collect a child, the parent/carer must notify the office in advance (before 4pm as this is when the office closes) and the new person will need to bring with them a form of ID, ideally photographic ID.

The club shuts at 6pm promptly. Where there is a delay in collecting a child, two members of staff will wait with the child, with one member of staff attempting to make contact with the priority person on the contacts list as well as other people on the contacts list. Should this become a regular occurrence with the same family, then a meeting will be arranged between the family and a member of the SLT to discuss a way forward. This may include the family no longer being able to access the After-School provision.

Where a child has not been collected by 6:15pm or where we are unable to contact anyone from the contacts list, then the Out of Hours Emergency Duty Line will be called (0300

5551373) to seek advice on the school's next steps. The police may also be informed at this point or contacted should the school be unable to contact the Out of Hours Emergency Duty Line.

Cancellation of Breakfast Club and After-School Club:

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies. In the event of closure, a member of school will either send a text message using the Text to Parents system, or will endeavour to contact individuals by telephone. During adverse weather conditions, any school closure will be reported on Portsmouth City Council's website, our own website and local radio.

Use of Registers for the Breakfast Club:

Children will be registered as they are admitted via reception's main door by one of the Breakfast Club staff on duty. The register will be kept in the Breakfast Club room during the session, and stored in the school office outside of club hours. The children will be registered again once they have entered their classroom (for the school's register). The children will be escorted to their classrooms/ to a point in the school where they are able to access their classroom without needing to use the outside of the school.

Use of Registers for the After-School Club:

The children will be escorted to After-School club by a member of school staff and a register will be taken for each child placed in the care of the After-School Club's staff. Where children are not on the register, they will remain with the After-School Club until the office have been informed and the parents/carers have been asked to collect the child/children.

Food provision:

Only staff who have their Level 2 Food Hygiene certificate will be permitted to serve food to the children. Parents/carers will be responsible for informing the staff of any allergies or food intolerances that the children have. These details will be provided to the clubs via the school office. Therefore, parents/carers will need to ensure that the details the school holds on their child/children is accurate and updated whenever there is a change.

Food will be visibly inspected before being served and the use-by-dates will also be checked at the start of the day. If bread is frozen and then subsequently defrosted, a sticker will be placed on the bread with the time it was taken out of the freezer. Bread can be frozen for up to six months. It will also have a sticker placed on it to show when the bread was frozen.

The children will be able to choose from the following (subject to availability):

Drinks (Breakfast and After-School)

Milk

Low Sugar Squash

Water

Breakfast

Cereals: A choice of cereals will be available

Toast/Crumpets: Marmalade, jam and marmite will be available.

After-School Snack

Sandwiches with either ham, cheese, jam or chicken.

Toast/ crumpets: Marmalade, jam and marmite will be available.

Whilst we are happy to listen to the groups wishes regarding likes and dislikes we are unable to accommodate individual requests.

Medication:

Inhalers:

During Breakfast Club and After-School Club, inhalers are kept in the children's classrooms. If a child needs an inhaler, a member of staff will escort the child to their classroom and observe that the medication has been taken correctly if this is possible. This may not be possible due to staffing requirements. Also, the child may not be able to walk to their classroom, particularly where the classroom is on the top floor of the building.

Where this is not possible, an emergency inhaler is available for use in emergencies with the expectation that the parent/carer has completed the appropriate permission forms (see the Asthma Policy for further details).

A text will be sent to a parent/carer, from the school office staff/ after school club/ breakfast club to let the parent/carer know that their child has used an inhaler.

All other medication administered will follow the existing school policy (the Illness and Medicine Policy). If in doubt as to the application of this policy, parents/carers are encouraged to contact the office for clarification.

Accidents and First Aid:

The Accidents and First Aid Policy will be followed. Wherever possible, there will be a qualified first aider at both clubs. Where this is not possible, there will be a first aider on site. In the very rare situation where there are no first aiders on site, then the members of the club will have access to a member of staff who will be on standby should there be an accident requiring first aid support.

In all emergency situations, adults must ultimately act in the interests of the child and whilst they should follow the policy, they must exercise their common sense in making judgements.

Medical Plans:

A small minority of children have a medical plan. If a medical plan is in place, a copy of this will be provided for the Breakfast Club and After-School Club staff. It will be kept in the club files which are easily accessible by the staff. If required, additional training will be organised for the staff in order for them to be able to manage the specific medical needs of the children in their care.

Behaviour:

Wherever possible, the staff will be giving out rewards rather than sanctions.

Rewards

Verbal praise – to promote high self-esteem staff will always attempt to reward children with verbal praise and non-verbal encouragement for positive behaviour including:

- good work/effort
- promotion of learning values

Breakfast Club and After-School Club Reward Chart

- Every child who attends Breakfast Club and/or After-School Club will have their name on the reward chart.

- They will be awarded a point for:
 - Exceptional positive behaviour
 - Sustained effort or achievement
 - Sustained good behaviour at the club

For reaching the top of the behaviour chart

When the reward chart is completed, the child will receive a certificate.

At the end of each half-term, 'Star of the half-term' prizes will be awarded for children who have shown sustained good behaviour at the club. Prizes might include a pencil, pen, eraser or ruler.

Behaviour Chart

Every child who attends After-School Club will have their name on the behaviour chart.

When a child reaches the top of the Behaviour Chart, then they will earn a point on the reward chart.

Club Sanctions for both Breakfast and After-School Club

Whilst we will always try to promote positive behaviour we recognise that we do need sanctions. ***These should always be applied with a view to modifying inappropriate behaviour and not administered as punishment.*** It should be explained to the child at each stage that this is an opportunity to modify and improve their behaviour. Time must be given to a child to reflect. There is an expectation that no further sanction will be given for at least 20 minutes as the child needs time to reflect.

A quick warning should be given to say what expectations are and to give them the chance to reflect.

1. **Formal warning** – A verbal warning will be given to the child. Their attention will be drawn to their inappropriate actions or behaviour but staff should not detract from club at this stage to spend time with the individual.
2. **Think carefully** - The child will be asked to spend some time away from their activity (for a period of 5 minutes). The child should be reminded to modify their behaviour but the member of staff should concentrate on the Club and not devote any more than seconds to the individual.
3. **Consequence** - The child will be given a longer time-out period from their activity (this is for a period of 20 minutes).
4. **Fresh start** – When the child comes back into the Club, the matter will be deemed closed unless the action is considered to be requiring notification to the child's parent or carer. This would be judged on an individual basis but behaviours such as significant physical or verbal abuse towards other children or staff, leaving the premises without permission, extreme defiance, and deliberate damage to property or stealing would all merit such an action.

Persistent poor behaviour

5. **Exclusion** – from Breakfast and After-School Clubs
Whilst we will endeavour to ensure that we will implement this system rigorously, we recognise that there will be times when the behaviour is serious enough that the child will from that day forward be asked to leave Breakfast and/or After-School Club. Once again, this would be judged on an individual basis but behaviours such as significant physical or verbal abuse towards other children or staff, leaving the premises without permission, extreme defiance, and deliberate damage to property or stealing would all merit such an action. Where a child has been sent for a 20-minute consequence on three separate occasions within a six week period, this would also merit exclusion.

However, such decisions should be exceptional – the whole point of the behaviour policy is to use the standardised system to modify behaviour. This decision would only be taken by the Headteacher.

When a child has been sent for two 20 minute consequences and/or there are significant concerns about a child's behaviour, then the After-School Club/ Breakfast Club should report this to the SENDCo. They will then support the club in looking at ways to help the child/children to make better choices and/or to modify the provision in order to support the child/children.

If a child ever needs to be physically restrained, then the minimum force should be used for the shortest time to ensure the child's and others' safety and a Portsmouth City Council restraint form must be completed. The Headteacher and parents/carers must be informed.

Fire Procedure:

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly manner via the closest exit. They will congregate on the rear playground at the Muster Point. The club register must be taken outside and all names checked. There will be a fire practice once per term during normal school hours with an additional one per year for the Breakfast Club and the After-School Club in order to support staff who are only employed at these clubs. Please refer to the Fire Safety Policy.

Risk Assessments:

The staff of the Breakfast Club and After-School Clubs will follow the risk assessments completed for activities within school such as the use of the Trim Trail and MUGA.

Confidentiality of Documents:

Confidential documents are kept securely in the school office.

Safeguarding:

In accordance with safeguarding arrangements, as detailed in the Safeguarding Policy and Procedures for Copnor Primary School, all staff involved in the running of the Breakfast Club and After-School Club will have current DBS clearance, and other required recruitment checks completed. These records are held in the school office. The staff will follow existing school policies and procedures for child protection and will follow the code of conduct. Where ICT equipment is used, they must also follow the school's e-safety policy and procedures. The Designated Safeguarding Lead (DSL) for the Breakfast Club and After-School Club is the same as Copnor Primary School. Therefore, in their absence, concerns should be raised with a Deputy DSL.

Appointments to Speak to a Member of the Breakfast Club or After-School Club:

Parents may make appointments with a member of the Breakfast Club or After-School staff to discuss matters/issues pertaining to the Clubs. Alternatively, the parent/carer may wish to discuss their issues/ matters arising with a member of the SLT. Appointments will need to be made via the office.

Complaints:

All complaints notified in writing by a parent/carer regarding the Breakfast Club or After-School Club will be investigated by a member of the SLT and a record kept of the outcomes.